



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-87

Date: February 17, 2011

14 FAM 530 OFFICIAL TRAVEL

Changes

1. 14 FAM 530, Official Travel:

- **14 FAM 532.3-4, Repayment Agreement:** The format of a repayment agreement formerly found in 14 FAM Exhibit 532.3-4 is now found in Form DS-4020, Repayment Agreement for Advance Travel of Family. The old exhibit has been deleted;
- **14 FAM 532.4, Advance Travel of Family Financed by the Employee, paragraph b:** Reimbursement may be made for advance travel or return travel to the United States for a spouse *or domestic partner as defined in 3FAM 1610* and/or minor children of an employee who have traveled to the post as eligible family members even if, because of divorce, annulment *or dissolution of domestic partnership, such spouse or domestic partner as defined in 3 FAM 1610* and/or minor children have ceased to be eligible family members as of the date the employee becomes eligible for travel;
- **14 FAM 532.8 Return Travel of *Spouse, Domestic Partner as Defined in 3 FAM 1610*, and/or Dependent Children to the United States in Connection with Marital Separation, or Divorce, or Statement of Dissolution of Domestic Partnership:** Return travel of an employee's spouse *or domestic partner as defined in 3 FAM 1610* may be authorized to the employee's service separation address in the United States or any other location in the United States on a cost-constructive basis from the employee's post of origin to the employee's separation address when a permanent marital separation or divorce is intended, *or a statement of dissolution of domestic partnership has been submitted*. Return travel of spouse *or domestic*

partner as defined in 3 FAM 1610 may be included in the first travel authorization issued to the employee authorizing travel of the family after an agreement to separate, divorce, *or dissolve a domestic partnership* is reached. Only one-way transportation to the employee's service separation address, or to any other location in the United States on a cost-constructive basis from the employee's post of origin to his or her separation address, will be authorized for return travel of spouse *or domestic partner as defined in 3 FAM 1610*. If the employee subsequently requests travel of the spouse at U.S. Government expense to the same or another post to which the employee is assigned, the total cost of the return and subsequent travel may not exceed the cost which would have been incurred had the spouse *or domestic partner as defined in 3 FAM 1610* traveled at the same time as the employee. Before any expenses are incurred for return travel of spouse *or domestic partner as defined in 3 FAM 1610*, the spouse *or domestic partner as defined in 3 FAM 1610* shall execute an agreement in accordance with the format in *Form DS-4021, Agreement for Return Travel of Spouse (or domestic partner)*. This agreement states that the spouse *or domestic partner as defined in 3 FAM 1610* understands that travel back to the same post will not be authorized at U.S. Government expense, and that the agreement is signed voluntarily (former 14 FAM Exhibit 532.8, Format for Agreement for Return Travel of Spouse, has been deleted as a result of the revisions shown above);

- **14 FAM 535.2-2 Travel Authorizations under Authorized/Ordered Emergency Evacuation:** State only: Copies of all evacuation travel authorizations are sent to the Office of Global *Financial* Services (RM/GFS/F/AO/AA);
- **14 FAM 536.1-1 Authorization:** See DSSR 264.2(b) regarding change in status in an evacuation;
- **14 FAM Exhibit 532.3-4, Format for Repayment Agreement:** The exhibit has been deleted. *Form DS-4020, Repayment Agreement for Advance Travel of Family*, is available online;
- **14 FAM Exhibit 532.8, Format for Agreement for Return Travel of Spouse:** The exhibit has been deleted. *Form DS-4021, Agreement for Return Travel of Spouse*, is available online; and
- **14 FAM Exhibit 533.2, Form JF-144, Temporary Duty (TDY) Official Travel Authorization:** The exhibit has been deleted since the form is available online.

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions appear in *italic* and *dark magenta*. Italic dark magenta provides a historical record of changes. New or substantially revised subchapters will not appear in italic dark magenta.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 530 (CT:LOG-68, 10-19-2009; 32 pages) and replace it with revised subchapter 14 FAM 530 (32 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-87 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(A/LM)